



Special Education Advisory Committee

Thursday September 5, 2024

6:00 p.m.

Education Centre boardroom with virtual option

AGENDA

Land Acknowledgement

The Grand Erie District School Board recognizes Six Nations of the Grand River and Mississaugas of the Credit First Nation, as the longstanding peoples of this territory. We honour, recognize, and respect these communities as well as all First Nations, Metis and Inuit Peoples who reside within the Grand Erie District School Board. We are all stewards of these lands and waters where we now gather, learn, and play, and commit to working together in the spirit of Reconciliation.

AGENDA

Item	Info.	Dia.	Res.	Responsibility
LEAD				
A-1 Opening 6:00-6:15				
(a) Welcome / Land Acknowledgement Statement			√	L. DeJong
(b) Roll Call (incl Visiting Trustees)/Reminder of Livestream/Reminder of Closed Caption Feature on Teams			√	L. DeJong
(c) Agenda Additions/ Deletions/ Approvals		√	√	L. DeJong
LEARN				
B-1 Timed Items 6:15 – 6:45				
(a) Welcome back icebreaker and meeting reminders				L. DeJong / K. Jones
(b) Speech and Language Service Provision for School-aged children in Grand Erie	√			L. Thompson / P. Bagchee

Learn Lead Inspire

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Item	Info.	Dia.	Res.	Responsibility
LEAD				
C-1 Business Arising from Minutes and/or Previous Meetings 6.45 – 7:00				
(a) Approval of Minutes from June 6, 2024*			√	L. DeJong
(b) Dates for SEAC Meetings 2024-25*	√			L. DeJong
(c)				
LEARN				
D-1 New Business 7:00 – 7:30				
(a) Removing Barriers for Students with Disabilities Grant – 2024-25	√			L. Thompson / L. Sheppard
(b) Teacher Consultant and UDL Coach – School Support structure	√			L. Thompson / J. Senior
(c) Specialized Services – Leader Series	√			L. Thompson / L. Miedema
Item	Info.	Dia.	Res.	
LEAD				
E-1 Other Business 7:30-7:45				
(a) SEAC Terms of Reference*	√	√		L. DeJong / L. Thompson
(b) SEAC Community Partner Night – October 3, 2024	√		√	L. DeJong / L. Thompson

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Item	Info.	Dia.	Res.	Responsibility
INSPIRE				
F-1 Standing Items 7:45-8:00				
Policies Out for Comment: Nil Please send all comments and feedback regarding the following policies to policies@granderie.ca	√			K. Jones
(a) System Updates	√			L. Thompson
(b) Chair/Vice-Chair Updates	√			L. DeJong / K. Jones
Item	Info.	Dia.	Res.	Responsibility
LEARN LEAD INSPIRE				
G-1 Information Items				
(a)				
LEARN LEAD INSPIRE				
H-1 Community Updates				
(a)				
LEARN LEAD INSPIRE				
I-1 Correspondence				
(a)				

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Item	Info.	Dia.	Res.	Responsibility
INSPIRE				
J-1 Future Agenda Items and SEAC Committee Planning				
(a) Ministry of Education – Website Review				
(b) Supporting students with special education needs during emergency procedures				
(c) A Day in the Life of an Educational Assistant				
(d) Overview of the Skill Building Classroom				
(e) Update and demonstration of Secondary Hub model				
K-1 Next Meeting				
Thursday October 3, 2024 Education Centre with virtual option	√			L. DeJong
L-1 Adjournment				
Meeting adjourned			√	L. DeJong

Note: Column Abbreviations

* Attachments to the agenda

Info. Item for information only

Dia. Item for dialogue

Learn Lead Inspire

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AGENDA

Res. Item for resolution or recommendation
SSMT Specialized Services Management Team



Special Education Advisory Committee

Thursday June 6, 2024

6:00 p.m.

Education Centre Board Room / MS Teams

MINUTES

- Present:** Chair L. DeJong, Trustees: T. Waldschmidt, L. Whiton, Community Representatives: B. Bruce, K. Kelly, Organizations: T. Buchanan, L. Boswell, P. Found, C. Gilman, R. Vriends
- Administration:** Superintendent L. Thompson, Principal Leader Specialized Services: J. Senior, Specialized Services Supervisor: P. Bagchee, Program Coordinators: L. Miedema, L. Sheppard, Recording Secretary: J. Valstar
- Guests:** Superintendent L. Munro, Grand Erie: K. Dalton, E. Haan, A. McColeman, V. McColeman, Z. McColeman, A. Racette, N. Racette, A. Walker
- Absent with regrets:** Vice-Chair Jones, Community Representatives: L. Nydam, Organizations: C. Stefanelli

A - 1 **Opening**

(a) **Welcome / Land Acknowledgment Statement**

Chair DeJong called the meeting to order at 6:04 p.m. and read the Land Acknowledgement Statement.

(b) **Roll Call/Reminder of Livestream on YouTube/Closed Captioning reminder**

Recording Secretary J. Valstar confirmed roll call.

(c) **Agenda Additions/Deletions/Approval**

Move B-1 (b) to first item followed by B-1 (a)

Moved by: T. Buchanan

Seconded by: T. Waldschmidt

THAT the June 6, 2024 agenda be approved as amended.

Carried

B - 1 **Timed Items**

(a) **Grand Erie's Math Achievement Action Plan Update (GE-MAAP)**

Superintendent Munro gave an update on Grand Erie's GE-MAAP.

(b) **Project SEARCH Presentation**

Principal Leader J. Senior introduced some of the Project SEARCH graduates, and their teacher, who spoke about their experience with Project SEARCH.

C - 1 **Business Arising from Minutes and/or Previous Meetings**

(a) **Approval of Minutes**

Moved by: T. Waldschmidt

Seconded by: L. Whiton

THAT the Special Education Advisory Committee Minutes dated May 2, 2024 be approved as presented.

Carried



Special Education Advisory Committee

Thursday June 6, 2024

6:00 p.m.

Education Centre Board Room / MS Teams

MINUTES

- (b) **Grand Erie's Special Education Plan 2023-24**
Moved by: L. DeJong
Seconded by: T. Waldschmidt
THAT SEAC recommends the Board approve the 2023-24 Special Education Plan for submission to the Ministry and uploading to the Board's website.
CARRIED
- D - 1 **New Business**
- (a) **Grand Erie's SEAC Terms of Reference – review and updating of absence process**
Will be reviewed at the September 3 meeting.
- (b) **Journey to Inclusion – SEAC Check-in**
SEAC members participated in an interactive activity to provide input into Grand Erie's journey to more inclusive practices.
- (c) **Joint Advisory Partnership Committee**
SEAC members were provided an invitation to as a volunteer member on Grand Erie's Joint Advisory Partnership Committee.
- E - 1 **Other Business - Nil**
- F - 1 **Standing Items**
- (a) **Policies Out for Comment - Nil**
- (b) **Trustee Update**
Trustee Waldschmidt gave an update including the student showcase from the May board meeting, the sod turning for the new school in Caledonia, and approval for the new south west Brantford school build.
- (c) **Chair/Vice Chair Update**
Chair DeJong thanks SEAC members for their contributions this past year, recognizing the impact that input from SEAC has had on Grand Erie's move towards inclusion.
- G - 1 **Information Items - Nil**
- H - 1 **Community Updates**
- I - 1 **Correspondence**
- (a) Family Math Newsletters
- (b) Letter in response to Grand Erie's letter in support of the letter to the Ministry from Thames Valley District School Board on supporting students with mental health concerns
- (c) Letter from Conseil Scolaire Catholique Nouvelon re Guidelines on Children's Rehabilitation Services and Preschool Speech and Language Services



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Education Centre Board Room / MS Teams

MINUTES

J - 1 **Future Agenda Items and SEAC Committee Planning**

- (a) Grand Erie's SEAC – Terms of Reference review and updating
- (b) Ministry of Education Website – Review
- (c) Supporting students with special education needs during emergency procedures
- (d) A Day in the Life of an Educational Assistant
- (e) Overview of the Skill Building Classroom
- (f) Update and demonstration of Secondary Hub model
- (g) Speech and Language provisions for school aged children in Grand Erie

K - 1 **Next Meeting**

Thursday September 5, 2024 in the Board Room at the Education Centre with a Virtual option

L - 1 **Adjournment**

Moved by: C. Gilman
Seconded by: T. Buchanan
THAT the meeting be adjourned at 7:47 p.m.

Carried



Grand Erie District School Board

Education Centre: 349 Erie Avenue, Brantford, Ontario N3T 5V3
 519-756-6301 | www.granderie.ca | info@granderie.ca

MEMO

To: Grand Erie Special Education Advisory Committee
From: Jennifer Valstar
Date: Thursday September 5, 2024
Re: SEAC meeting dates for the 2024-25 school year

SEAC meeting dates 2023-24		
Date	Location	Time
Thursday September 5, 2024	Education Centre (virtual option available)	6:00 p.m.
Thursday October 3, 2024	Education Centre (virtual option available)	6:00 p.m.
Thursday November 14, 2024	Education Centre (virtual option available)	6:00 p.m.
Thursday December 12, 2024	Education Centre (virtual option available)	6:00 p.m.
Thursday January 9, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday February 6, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday March 6, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday April 17, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday May 15, 2025	Education Centre (virtual option available)	6:00 p.m.
Thursday June 5, 2025	Education Centre (virtual option available)	6:00 p.m.



Special Education Advisory Committee (SEAC) Terms of Reference 2023-24

Special Education Advisory Committee Terms of Reference (Ontario regulation 464/97 made under the Education Act)

1.0 Purpose of the Committee

The Special Education Advisory Committee makes recommendations to the Board of Trustees regarding matters related to the establishment, development and delivery of special education programs and services. All meetings of SEAC shall be open to the public and shall be held at a location that is accessible to the public if conducted face-to-face, or available via a live electronic link if held virtually.

2.0 Committee of the Composition/Selection Committee

As per Ontario Regulation 464/97 of the Education Act, the Special Education Advisory Committee (SEAC) shall be comprised of:

- 2.1 A member of SEAC, unless a member representing the interests of Indigenous students, must be:
- qualified to vote for members of the Board of Trustees, and
 - a resident within the jurisdiction of the school board

A person is not eligible to be a member of SEAC if they are employed by the board.

- 2.2 One representative from no more than twelve local associations appointed by the Board of Trustees. Local Association is defined as an association or organization of parents that operates locally within the area of jurisdiction of the school board which further the interest and well-being of exceptional children or adults and one alternate for each representative of local associations/agencies, where possible.
- 2.3 Two trustees appointed by the Board of Trustees and two alternates.
- 2.4 Community members who are neither a representative of a local association or organization, nor members of the Board of Trustees.
- 2.5 One member representing the interests of Indigenous students and one alternate.
- 2.6 The total number of members of SEAC should not exceed 20.

3.0 Term of Appointment

- 3.1 The term of members of the committee shall be the same as the term of the Board of Trustees.
- 3.2 In September of an election year, the Superintendent of Education with responsibility for Specialized Services shall commence a recruitment process for a new roster of SEAC members. All current SEAC members will be involved in



Special Education Advisory Committee (SEAC) Terms of Reference 2023-24

this process and will submit a proposed roster to the Board of Trustees for approval by the November board meeting.

- 3.3 In January of each year SEAC will select both a Chair and Vice-Chair of the committee. Both the Chair and Vice-Chair positions should not be held by a trustee at the same time.
- 3.4 Vacancies:
- (a) If any Local Organization / Agency Representative SEAC member vacates their position, the organization will be asked for a representative to replace the vacancy by the Superintendent responsible for Specialized Services.
 - (b) If the SEAC member representing the interests of Indigenous students vacates their position, the Superintendent responsible for Specialized Services will liaise with the Indigenous Community to find a replacement.
 - (c) If any Community Representative SEAC member vacates their position, the Superintendent responsible for Specialized Services will review previous applications, and if necessary, initiate a recruitment process.
 - (d) New recruits will be recommended by the Superintendent of Specialized Services to the Board of Trustees as a member of SEAC.
- 3.5 Staff will provide information, support, and direction and will facilitate the work of the committee in matters related to the establishment, development and delivery of Special Education programs and services.

4.0 **Duties or Responsibilities (Roles) of the Special Education Advisory Committee**

4.1 **The Role of the Board of Trustees**

- Provide the opportunity to the committee to participate in the school board's annual review of its Special Education Plan.
- Provide the opportunity to the committee to participate in the school board's annual budget process as it relates to special education.
- Provide the opportunity to the committee to review the financial statements of the school board as they relate to special education.
- Appoint trustees and alternates.
- Provide the opportunity for SEAC to be heard before the Board of Trustees and any other committee of the Board to which a recommendation is referred.

4.2 **The Role of SEAC Members**

- Attend regular meetings.
- If a SEAC member is unable to attend a meeting, that member needs to notify their alternate, if there is one in place, and the Recording Secretary for SEAC. If their alternate is unavailable, the SEAC member should notify the secretary and the Chair of SEAC that there will not be a representative at the meeting.
- If a member of SEAC misses three consecutive meetings without notice, the member's position will be disqualified, and a new member will be appointed as laid out in section 3.4.



Special Education Advisory Committee (SEAC) Terms of Reference 2023-24

- A member of SEAC may resign their position at any time by providing a letter, in writing, to the Chair of SEAC with a copy to the Superintendent responsible for Specialized Services.
- To be well informed about the role of SEAC and expectations set out for SEAC by legislation.
- To acquire and maintain a working knowledge of the special education programs and services provided by the school board.
- In the case of members representing local organizations, to effectively represent the organizations by which they were nominated to SEAC, by ensuring that they are expressing the concerns of their organizations and not their own personal concerns. In addition, to provide their organizations with a report on relevant SEAC proceedings.
- To represent the interests of all students of the school board receiving special education programs and services from the perspective they bring as parent/caregiver and/or community partner.
- To be respectful, responsible, build positive relationships and to act with integrity in keeping with the values of the school board.
- In the interest of avoiding a conflict of interest, SEAC members should state their conflict and abstain from speaking and voting on any recommendation that might be perceived as a conflict to them or their organization.

4.3 **The Role of School Board Personnel**

- The Executive Assistant to the Superintendent responsible for Specialized Services, attends SEAC meetings to record the minutes of SEAC and to produce and distribute minutes and agendas.
- The Superintendent responsible for Specialized Services will attend SEAC meetings to provide information on special education programs and services.
- The Superintendent of Business or an alternate will attend SEAC meetings as deemed necessary to provide information and obtain feedback on the annual budget process as it pertains to special education.
- The Principal-Leader of Specialized Services will attend SEAC meetings on a regular basis and may act as alternate to the Superintendent of Specialized Services if the Superintendent is unable to attend a scheduled meeting.
- Other school board personnel will be made available to SEAC to address their area of expertise in the board.
- School board personnel do not vote at SEAC.

5.0 **Meetings**

- 5.1 Meetings shall occur a minimum of ten times per year excluding July and August. Meetings may occur by electronic means. All meetings are open to the public.
- 5.2 Minutes will be taken at all meetings and distributed to members. Once approved by members of SEAC, minutes will be shared with the Board of Trustees.
- 5.3 Recommendations from SEAC to the Board of Trustees can occur at any time providing a majority of SEAC members approve the recommendation.



Special Education Advisory Committee (SEAC) Terms of Reference 2023-24

- 5.4 A majority of the members of SEAC is a quorum, and a vote of the majority of the members is necessary for a recommendation to be approved to move forward to the Board of Trustees.
- 5.5 Every member present at a meeting, or their alternate when attending a meeting in their place, is entitled to one vote.
- 5.6 Guests: Alternate members of SEAC are considered guests if they are not attending in the place of the SEAC member. Members of the public are considered guests.
- (a) SEAC welcomes guests to attend all meetings. Guests may watch and listen to the meetings but may not ask questions or provide comments.
 - (b) Guests will be seated away from the table if attending in person. Guests may watch and listen to SEAC meetings in the gallery seating of the board room (face-to-face meetings) or via an electronic link (virtual meeting).
- 6.0 **Reporting**
- 6.1 The draft minutes will be reviewed by the Chair before distribution. Agendas will be developed by the Superintendent responsible for Specialized Services and the Chair and Vice-Chair of SEAC, with input from members as appropriate. Materials for meetings will be distributed ahead of each SEAC meeting to provide members with time to prepare for the meetings.
- 6.2 A recommendation made by SEAC to the Board of Trustees requires a mover and a seconder.
- 6.3 A recommendation can be made through the approved minutes of the SEAC meeting or more immediately by the Superintendent responsible for SEAC directly to the Board of Trustees and presented by the Superintendent responsible for SEAC.